



DEPARTMENT OF THE ARMY
UNITED STATES ARMY, EUROPE, and SEVENTH ARMY
UNIT 29351
APO AE 09014-9351

REPLY TO
ATTENTION OF:

AEAGA-CL

20 AUG 2004

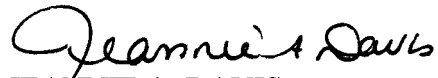
**SUBJECT: CPD Policy Memorandum LN-GE-RIF 1,
Local National (LN) Reduction-in-Force (RIF) Placements**

1. Reference USAREUR Regulation 690-84, Reduction in Force – Local National Employees in Germany; English Translation of USAREUR Regulation 690-84, 5 May 2000.
2. Purpose: To establish policy on mandatory job offers to LN employees affected by RIF, under the provisions of referenced regulation and based on legal and tariff placement rights.
3. Policy:
 - a. The Civilian Human Resources Agency (CHRA) is responsible for making the final decision on surplus employees' qualifications, their social retention standing, and suitability for existing vacancies. For each vacancy reported, CHRA will determine whether qualified surplus employees are available for placement in the position. CHRA will select the surplus candidate to be placed, based on his or her social retention standing, and will prepare the final written job offer and ensure that the offer is delivered to the surplus employee. The commander or chief of the activity where the vacancy exists will be advised of the mandatory placement. Please note that these placements are mandatory - there are no exceptions.
 - b. To prevent potential mismatches between the actual qualification requirements of the vacant position and those of the selected surplus employee, CHRA will assist serviced organizations in the preparation and completion of personnel action requests for filling these vacancies. This encompasses the accuracy of the job descriptions to include full descriptions of special qualifications and skills required.
 - c. CHRA will be responsible for fully documenting all actions pertaining to surplus employees, monitoring all incoming requests for position fill, and maintaining corresponding records. In addition, CHRA will assist management representatives involved in a RIF action and be responsible for the support actions required in connection with all related works council and severely handicapped employee processes, as well as labor court actions.

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4. HQ USAREUR/7A POC is Mr. Wolfgang Trum, 375-2522, fax 375-2511, e-mail wolfgang.trum@us.army.mil.

A handwritten signature in black ink, appearing to read "Jeannie A. Davis". The signature is fluid and cursive, with the first name "Jeannie" being more prominent than the last name "Davis".

JEANNIE A. DAVIS
Assistant Deputy Chief of Staff, G1
(Civilian Personnel)